

Community Eligibility Guidance

- **Direct Certification (DC)** (see memo posted 07/14/2014)
 - Must be conducted three times per year by all CEP districts
 - July 15th- September 1st, 2014
 - October 1st- October 30th, 2014
 - March 1st- March 30th, 2015
 - Must be conducted using a file upload of the entire school/school district enrollment into the SNEARS DC program.
 - Individual letters are not sent to the household.
 - Maintain copies of the DC list.
 - This year there are three major enhancements to the system:
 - Probabilistic Match
 - Foster Care Match
 - Duplicate Certified Students Tab (now within the LEA as well as across LEAs)
- **Master Eligibility List (MEL)**
 - It is not necessary to develop an MEL since all enrolled students will be offered a meal at no cost. The district's enrollment database will serve as a MEL.
- **Daily Meal Counts**
 - There must be a daily count of breakfasts and lunches at the point of service.
 - Only the total number of breakfasts and lunches need to be recorded. In CEP, there is no counting by category.
 - The State Agency is strongly recommending that schools/districts use the same meal accountability system which was used in prior years.
 - The following methods may be used to count meals:
 - Tally sheet (see attachment)
 - Tickets
 - Tokens
 - Point of sale systems
 - Rosters
 - The individual taking the meal counts must be knowledgeable about what constitutes a reimbursable breakfast and/or lunch. Meals which do not meet meal pattern requirements must not be counted.
- **CEP Edit Check Worksheets**
 - Daily edit check worksheets must be completed for breakfast and lunch. (Attachment with Instructions)
 - Required comparisons must be made:
 - The number of meals served must be compared to the enrollment
 - The number of meals served must be compared to the enrollment times attendance factor.

- Comments must be recorded when the number of meals served exceeds the daily enrollment and when the number of students served (column 6) exceeds the enrollment x attendance factor.
- The total count of breakfasts and lunches meals served will be transferred to the school's reimbursement voucher.
- Reimbursement Voucher
 - The CEP reimbursement voucher system is fully operating.
 - The procedure to submit the school's reimbursement voucher and the format of the voucher will be the same as in prior years.
 - Districts will need to report the "Number of Students Eligible/Approved for Meal and Milk Benefits". (On the voucher this is labeled Category "Free"-Lunch/Breakfast). This number will reflect the number of students who have access to the breakfast and/or lunch program, whichever number is higher. For example: if you have a total enrollment of 300 and ALL have access to the breakfast and lunch program, the number you would report in "Free" would be 300. If you have a total of 300 enrolled students and 50 are kindergarten students who DO NOT have access to the breakfast and lunch program, then the number you would report in "Free" would be 250.
 - The field for the number of reduced eligible students will be disabled.
 - Participation Data for the Month will be needed. Record the meal service days, average daily attendance and the enrollment. The enrollment figure and the number of students eligible/approved must match.
 - Report the number of meals claimed for the month for breakfast and lunch. Only report the TOTAL. The system will automatically calculate the correct percentages for your school based on data submitted in April. The free and paid "fields" will prepopulate from the total and the percentages.
 - If you participate in the After School Snack or Split Session Milk Program, please complete the voucher as you have done in the past.
- Verification Summary Report (Form 742)for CEP districts
 - Between October 1-30, CEP districts must click on the Verification Summary Report link in SNEARS. Check the top box that states: Check this box to certify that either ALL schools or RCCIs under your LEA do NOT have approved Free/Reduced price applications on file as of October 1 OR your district is operating under district-wide CEP, Provision 1 or Provision 2 in a NON-BASE year", then click in the "Submit" button below. No additional information is needed at this time.
 - On or after October 30, but prior to November 30, CEP districts will need to complete Sections 1 and 2 of the Verification Summary Report. Section 3 will be pre-populated for you and then click the "Submit" button. No further action is required.